

Local Federal-Aid Projects Green Sheet Procedure



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What is a Green Sheet?

The Green Sheet is a tool to communicate environmental commitments. It is typically created when the National Environmental Policy Act (NEPA) document is prepared and/or when permits are acquired; whenever project commitments are made to regulatory and environmental resource agencies by project sponsors. The goal is to record commitments as early as possible and to implement these commitments at the appropriate stages of the project, [Design, Contract Letting, Right of Way (ROW) Acquisition, Construction and/or Post Construction]. Examples of environmental commitments include items such as: erosion control measures, threatened and endangered species surveys, wetland replacement, and historical building or archeology preservation. Green sheets should be used to formally communicate environmental commitments effectively so Design and Construction staff are fully aware of these requirements. At a minimum a Summary Green Sheet will be part of the Plans, Specification, and Estimates packet (PS&E packet), to document that all required coordination materials, NEPA documents, and permits have been acquired.

Where can I get a Copy of the Green Sheet?

The LPA Green Sheet template and instructions are found on the NDOR Website at the following web link: <http://www.dor.state.ne.us/gov-aff/downloads.htm>.

Summary of the Green Sheet Process

The project's NEPA Document Writer creates a Green Sheet anytime there is an environmental commitment that needs to be communicated to Project Design, NDOR District, ROW, Construction or other Planning Staff. The Green Sheet is routed to the appropriate staff to make them aware of environmental issues that need to be incorporated into the project's plans and specifications. A copy of every created green sheet will be placed in the project file.

The project's NEPA Document Writer drafts a Summary Green Sheet, after the NEPA documents have been signed and all other permits and approvals have been obtained. The Green Sheet is sent to the NDOR LPD Project Coordinator for review and approval. Once the Green Sheet is approved by all required parties it is routed to all the people listed on the final page of the green sheet and a copy is placed in the PS&E package. **Refer to the Diagram below to review the steps of the Green Sheet Process.**

If you have any questions on this process contact Allison Zach, NDOR LPA Environmental Analyst, at (402) 479-3632 or allison.m.zach@nebraska.gov.

LPA Green Sheet Process Diagram

